

FY 2004 Alpha Test Report Guidance¹
Date Prepared

Submitted by: _____ <signature²

Name and Title	Organization and Position	Commercial Phone Number	E-mail Address

Date of Test:

Project Number and Title:

Software Name(s):

Principal Investigator:

Other Alpha Test Participants and Users:³

Name and Title	Organization and Position	Commercial Phone Number and E-mail Address

Alpha Test Plan Version Used:

Software Test Environment:⁴

System	Processors Used for Computation	Location	Comment
SGI Origin 2000 ⁵	64	ARL, Aberdeen	No difficulties.

¹ **This is the formal report prepared by the Alpha SME.** It should NOT be prepared by the Project Principal Investigator or the CTA/Portfolio Leader. Both may, however, assist the Alpha SME.

² Sign a hard copy of this report and mail it to the SAS PM. The address is in the Alpha Test Guidance.

³ List any primary users of the Alpha version of the software who participated in the test event(s) **or provided feedback concerning the software's suitability** in meeting their requirements. If this list is extensive, include it as an attachment to the report.

⁴ List the **HPCMP** systems used in the test event(s) as shown in the example. Provide a comment for any difficulties which may have arisen in using each system in accordance with the test plan. If none, so state.

⁵ This is a sample line.

Technical Metrics Test Summary:⁶

CTP Title	Parameters		Worst Case Tested Value and Outcome
	Optimum Objectives	Minimum Threshold	
			Tested Value: _____ Outcome: ___ Fails to meet minimum threshold ___ Meets minimum threshold ___ Meets optimum objective
	Discussion:		
			Tested Value: _____ Outcome: ___ Fails to meet minimum threshold ___ Meets minimum threshold ___ Meets optimum objective
	Discussion:		

Results Workbook File Name:⁷

⁶ The **Technical Metrics Test Summary** table contains two rows for CTPs; **replicate the rows to accommodate the Alpha-level CTPs for the project.**

Insert the *CTP Title* and *Parameters* from the project's approved Alpha test plan. Insert the actual *Tested Value* for the platform on which the software performed the **worst**. Check the appropriate line under *Outcome* and provide any clarifying information pertinent to the CTP or Tested Value you think is cogent to the project in the **Discussion** cell. If a CTP was not tested on **all** platforms **required** to meet **minimum threshold** in accordance with the approved test plan, the *Outcome* for the code's performance would be "Fails to meet minimum threshold."

⁷ All of the **test data and ensuing results** must be documented for each platform used in the test event. The **data** must be provided electronically in a format compatible with **MS Windows**. The **results** must be tabulated and provided to the SAS PM along with the test report in an **MS Excel workbook**. Column headings shall include the type of platform (e.g., Origin 2000, IBM-SP, Cray T3E, etc.). A prototypical workbook is linked at part 5 of the Alpha Test Guidance document.

Project Management Indicators (PMIs):⁸

PMI Description	Project Principal Investigator	Alpha SME Comments
<p>2-1 Requirements, input, review, approval/rejection and feedback process developed and known by team and user community</p> <ul style="list-style-type: none"> - Project should make multiple media options available for input of requirements and feedback (Web, e-mail, fax, phone, etc). <i>It is important for CTA/Portfolio Leaders and PIs to identify the full user community and to solicit and use feedback from as wide a user community as possible.</i> 	<ul style="list-style-type: none"> - Solicits (user) requirements and input as appropriate. - Provides timely feedback. 	
<p>2-2 Multi-level software testing, error fixes, lessons learned and validation/ verification methods, schedules and results documented and made available to user community, CTA/Portfolio Leader and SAS PM</p> <ul style="list-style-type: none"> - Projects should make multiple media options available for error reporting and release notification during beta development and after fielding. 	<ul style="list-style-type: none"> - Manages error identification, fix and testing procedures and oversees compliance. - Establishes systematic procedures to keep the team and users aware of same. 	

⁸ These Project Management Indicators **are observable** at this development stage by the Alpha SME. Look at the descriptions and Project Leader tasks associated with each PMI and provide any pertinent comments concerning your observations before and during the test event. Under *Alpha SME Comments*, relate the results of your examination of the PMIs and any strengths or deficiencies noted.

PMI Description	Project Principal Investigator	Alpha SME Comments
<p>3-1 Comprehensive technical reference/ users' manuals and lessons learned repository developed and maintained current</p> <ul style="list-style-type: none"> - Manuals and lessons learned repositories have been a weak point for CHSSI projects. Projects are selected based upon user requirements and DOD impact; therefore we cannot allow the code developed to be exclusively for the PI and his research, development, test and evaluation (RDT&E) team. Nor should users have to consult the development team or its remnants for routine questions and procedures. Software documentation should show clear modular design using standard languages, tools, interfaces, commercial off-the-shelf (COTS), etc., for maximum interoperability, reusability, ease of use and maintainability. 	<ul style="list-style-type: none"> - Prepares, refines, and updates manuals. - Develops, publishes, and keeps current a lessons learned repository. - Solicits and incorporates recommended changes and improvements. - Provides authorized users with necessary documentation and scripts as well as appropriate portions of the lessons learned repository. 	

PMI Description	Project Principal Investigator	Alpha SME Comments
<p>3-3 User access and responsibilities, project sensitivities and security policies, procedures, and requirements documented, maintained and advertised to hosting shared resource centers and the user community and made available to CTA/Portfolio Leader and SAS PM</p> <ul style="list-style-type: none"> - SAS PM provides basic OSD guidance concerning distribution statements and export control determinations. The Service, Agency or organization determines and implements local policies and physical and system security requirements for the code and associated data. 	<ul style="list-style-type: none"> - Works with supervisor, local security personnel, and the CTA/Portfolio Leader to determine and enforce export control and security restrictions early development process and validates such restrictions as the software capability develops and export control and security guidance changes. - Ensures hosting shared resource center systems administration staff are aware of restrictions to the code and affiliated data. 	

Test Summary Comments:⁹

Other Comments:¹⁰

⁹ **State whether you think the code passed or failed Alpha testing.** Then provide a succinct summary about the software's performance at the test event(s) and comments and recommendations you have concerning the utility of the code and how it performs in relation to earlier versions.

¹⁰ Provide other comments you think should be considered by the SAS PM.

Attachments:¹¹

Documents and Files Attached	Medium (Hardcopy and/or Electronic)	File Name (if electronic)
Test performance data matrix (MS Excel workbook) ¹²	Electronic	
Test data (results) (MS Excel, RTF or PDF)	Electronic	
User comments and critiques		
Presentation materials (MS PowerPoint) ¹³	Electronic	

¹¹ The attachments are mandatory. They will be used for the test report and for both the CTA/Portfolio Leader's evaluation meeting and the SAS PM's Alpha Review (if he/she determines a formal review is necessary).

¹² Test performance data must be provided in MS Windows compatible formats.

¹³ Presentation materials are the Alpha SME's viewgraphs of:

- any deviations from the test plan
- test results for all targeted platforms, each CTP and relevant PMIs,
- the MS Excel matrix of test results, and
- any pertinent test issues.

A prototypical presentation is linked at section 5 of the Alpha Guidance document.